APPLICATION FOR RECORDS RETENTION SCHEDULE

INSTRUCTIONS: See Publication No. 76—RM—1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Education Office of Vocational Education Division of Vocational Instruction Industrial Arts Education Atlanta, Georgia	**Application Number** 81-10
Application Number		**Date Received** 1-6-81 **Date Completed** 1-20-81

2. Person to Contact
Samuel Powell

Working Title
Assistant State Supervisor

Telephone Number
656-2543

3. Action Requested
- a. ☒ Establish Retention Schedule; record will continue to accumulate.
- b. ☐ Dispose of present accumulation; no further accumulation anticipated.
- c. ☐ Amend Application No. _____ Check One: ☐ Change; ☐ Supercede; ☐ Void

4. Dates of Series
Earliest   Latest
1977 | to date

5. Records Series Title *(followed by title used in office; if different)*
Industrial Arts Education Inservice Training Files

6. Division and Office Function   What is the function of the Division and the Office in which this record series is created?

The Division of Vocational Instruction is responsible for developing policy relating to vocational instruction at the secondary and postsecondary level; participating in the development of the State Plan for Vocational Education; developing vocational education program standards relating to instructional areas; providing consultative services to local school systems involving all phases of the instructional process; participating on evaluation of local school systems' vocational programs; reviewing architectural plans for local school systems' voactional facilities; reviewing request from local systems for the purchase of equipment; reviewing vocational education instructional materials; reviewing preservice and in-service training programs; and supervising vocational student organizations at the state level.

7. Record Series Description   This file contains the following documents *(include form numbers and titles, if any)*: Attach samples of the file.

Documents relating to: authorizing and documenting training for vocational staff sponsored by the Industrial Arts Education unit.

Included are: copies of program, preliminary plans, and correspondence.

File is arranged: chronologically by fiscal year, thereunder alphabetically by location of training, thereunder by title of course.

8. Monthly Reference Rate   How often are records referred to which are:

One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____;

twenty-five months and older _____ ?

9. Annual Rate of Accumulation of Records

Letter-size drawers ___1/4___ ; Legal-size drawers _____ ; Shelves _____ ; Other *(specify)* _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
	X	j. Does the record series result in a computer printout?

11. Retention Requirements   The following requires the series to be kept:

a. State Law _____ years.
b. Statute of limitation _____ years.
c. Federal law _____ years.

d. Audit period _____ years.
e. Administrative need _____3_____ years.
f. Federal retention instructions _____ years.

Attach copy or excert of laws or regulations. Explain administrative need.

12. Approved Disposition Instructions   This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☑ Fiscal Year; ☐ Other _____ then,

☒ Hold in the current files area _____ month(s) ___1___ year(s); then
☐ Transfer to local holding area; hold _____ year(s); then
☒ Transfer to State Records Center; hold ___2___ year(s); then
☑ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Other (Specify)

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
W. C. Lawson	1/6/81	Walker L. Baumgardner	1-6-81
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	State Records Committee (Signature)	Date
		[signature]	1-16-81
	Secretary of State/Designee	Carroll Hart	1-15-81
	Attorney General/Designee	*[signature]*	1-16-81

AR—50—71; Rev. 76   (Reverse Side)